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NO CHANGE in Class. []

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The Office of Training has recently completed preparatory work on a new experiment, a management seminar adapted to the needs of a particular Office. It reports on several new or proposed courses in language or area; on the efficiency of its basic Reading Improvement course; and on a proposal by the Directorate of Intelligence, Air Force, to work on a series of articles for the monograph series, Studies in Intelligence.

For the past eight months, a new experiment in management training has been under study jointly by the Office of Research and Reports and the Office of Training: a week-long seminar on management, dealing with the specific problems and resources of the Office of Research and Reports. The Management Conference Seminar is to deal with the application of the basic tests of good management to the ORR situation. With some slight changes by CTR based on ORR suggestions, the program is in shape for presentation and is now in the hands of ORR awaiting their decision on the feasibility of the idea.

The Clandestine Services Review was first given on 1 November 1954 to acquaint members of the Clandestine Services returning from overseas with the current mission, organization, operations programs, and support facilities of the Clandestine Services. During the past year, the course has been given 9 times to 238 students, that is, each class has had nearly the maximum number of students. It can be considered that the course is fulfilling the need it was designed for. Of the 238 student critiques, only one was other than favorable.

SUBJECT: Weekly Summary Report

BASIC COUNTRY SURVEY COURSE ON [REDACTED]

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The Basic Country Survey Course on [REDACTED], a part-time area course, began on 5 December. It will cover the physical features of the country, the racial origins of the people, the social structure of the community, the country's religion, the several minorities, and briefly, the political and economic history. The instructor for the course, on loan to OTR from the Far East Division, DD/P, has spent some years in the Far East and has done graduate work at Johns Hopkins University on the area. OTR has also tentatively scheduled seven guest speakers who represent other Offices of the Agency, the Department of State, the School for Advanced International Studies, and the Asia Foundation. Lectures by these latter speakers will be open to interested members of the Agency. The student enrollment is four.

PROPOSED SUMMER PROGRAM FOR UNUSUAL LANGUAGES

On 12 October 1955, the Office of Training announced that it would, upon sufficient demand, conduct a three-month intensive summer program designed to develop limited competence in any of 42 languages now largely unrepresented among talents of Agency employees. Only one DD/I Office and one DD/P Division indicated interest in such a program. Together they could not muster sufficient students to meet the minimum demand of 4 for an individual class.

SEMI-INTENSIVE COURSE IN TURKISH

At the request of SE Division, OTR is offering a half-time course in Turkish that will run for approximately four months. The instructor in the course, supplied to the Office of Training through the courtesy of the Foreign Documents Division, Office of Operations, formerly organized and conducted the Turkish course at the Navy Language School.

SUBJECT: Weekly Summary Report

EVALUATION OF BASIC COURSE, READING IMPROVEMENT

1. OTR recently completed a survey of the records of approximately 100 students who had taken the Basic Course, Reading Improvement. Before taking the course, the students read at an average rate of 263 words per minute and answered an average of 13 of the 20 comprehension questions correctly. Three to five months after they had taken the course, re-examinations showed that they could maintain an average reading rate of 389 words per minute with no loss in comprehension, an increase of 50% in speed.

2. A survey of the daily reading requirements of 337 employees in a great variety of positions in the three main components of the Agency showed that the average employee spends about half his time or four hours a day in reading. An increase of 126 words per minute in his rate saves 1 1/2 hours of working time each day.

3. When the saving in time is translated into saving in dollars, conservative calculations show that the 183 employees who took the Reading Improvement Course during Fiscal Year 1954-55 saved the Agency \$118,874.

**PROPOSED CONTRIBUTIONS TO MONOGRAPH SERIES,
"STUDIES IN INTELLIGENCE"**

The Directorate of Intelligence, Air Force, proposes to send to the Office of Training a list of possible topics for development into articles for the Studies in Intelligence Series. The Directorate has offered to work closely with OTR in the development of topics selected for consideration.

SIGNED
MATTHEW BAIRD
Director of Training

M/S: Llc
cc: 1 - DD/P
1 - DD/I
1 - DD/S

Orig. & 1 - Addressee

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